

Wyoming Department of Education

LEA Subgrants Application

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Overview and Authority

Under Part B of the Individuals with Disabilities Education Act (IDEA), a local educational agency (LEA) is eligible for assistance under Part B of the Act for a fiscal year if the agency submits a plan that provides assurances to the state education agency (SEA) that the LEA meets each of the conditions in §§ 300.201 through 300.213 (see [34 C.F.R. § 300.200](#)). Additionally, [34 C.F.R. § 76.301](#) of the Education Department General Administrative Regulations (EDGAR) establishes that an LEA that applies for a subgrant under a program shall have on file with the state a general application that meets the requirements of [§ 442 of the General Education Provisions Act \(GEPA\)](#). To meet these requirements, LEAs are required to submit to state agencies a general application containing assurances required for all programs under which federal aid is administered through a state agency. The Wyoming Department of Education (WDE) receives two federal grants each year under IDEA to provide special education and related services to children ages 3 through 21. After reserving an amount for state-level activities, WDE uses a specific formula codified under IDEA to allocate the remaining funds as subgrants to LEAs (see LEA Allocation Manual).

WDE LEA Subgrants Application

Subgrants Application Process

In order to receive IDEA funding, LEAs must submit their IDEA Consolidated Grant Application through the Wyoming Grants Management System (GMS), [eGrants Management–MTW Solutions](#). Under EDGAR, [34 C.F.R. § 76.308](#), an LEA may begin obligation of the funds as of the later of the following two dates: (a) the date that the state may begin to obligate funds or (b) the date that the LEA/school submits its application to the state in “substantially approvable form,” which technically consists of LEA assurances. Within the GMS, LEAs must review and sign assurances in order to receive federal funding. These LEA assurances can be submitted with the IDEA Consolidated Grant Application. However, if the subgrants application is not available prior to the beginning of the period of performance of the IDEA Part B federal grants (July 1), LEA assurances may be submitted via email to the senior fiscal analyst at the WDE prior to July 1 to obtain a “substantial approval,” which will allow LEAs to start obligating their funds.

Online Application Maintenance Process

The senior fiscal analyst meets with the data governance coordinator periodically to make updates to the GMS. LEAs are notified of any changes to the application system through the web portal.

LEA IDEA Part B Consolidated Grant Application Submission

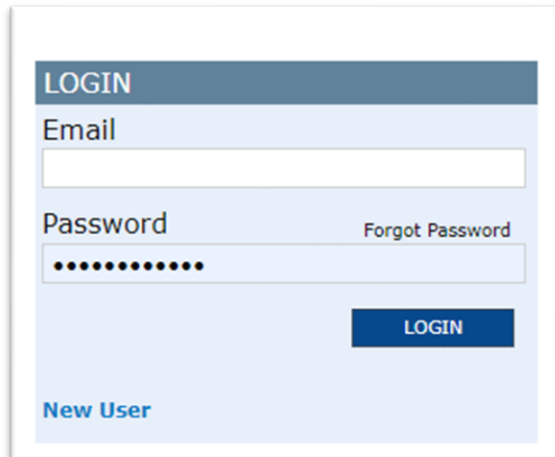
The IDEA Part B Consolidated Grant Application is submitted through the GMS; and the application usually becomes available in early May and must be submitted by June 30. To access the application, an LEA user and WDE reviewers must follow the steps described here:

Step 1: Open a browser and paste in the following URL:

<https://gms.edu.wyoming.gov/WDEGMSWeb/Logon.aspx>

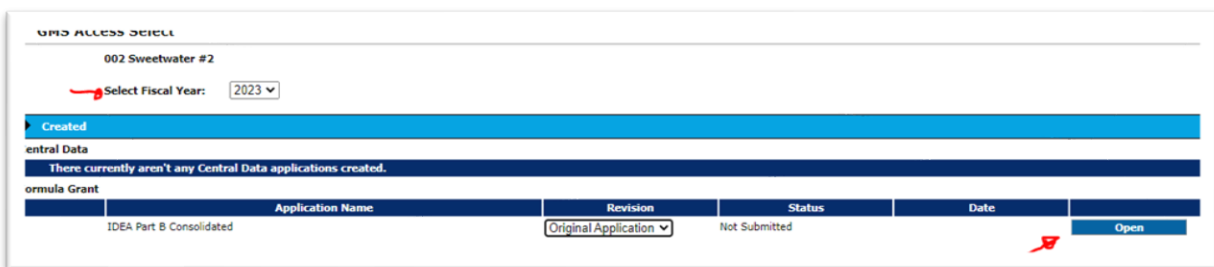
Step 2: Go to the log-in section of the page. If you are a new user, click “New User” and you will be prompted to create a new account.

WDE LEA Subgrants Application

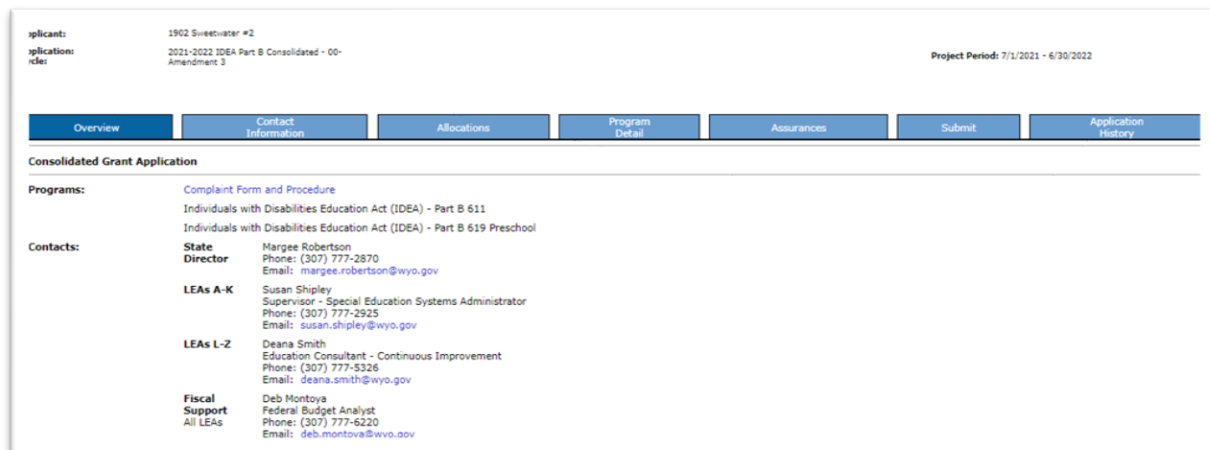


Step 3: For existing users, enter your email address and password in the “log-in” section shown above and you will be directed to the page shown in Step 4.

Step 4: Within the GMS, select the fiscal year for the application from the “Select Fiscal Year” drop-down menu.

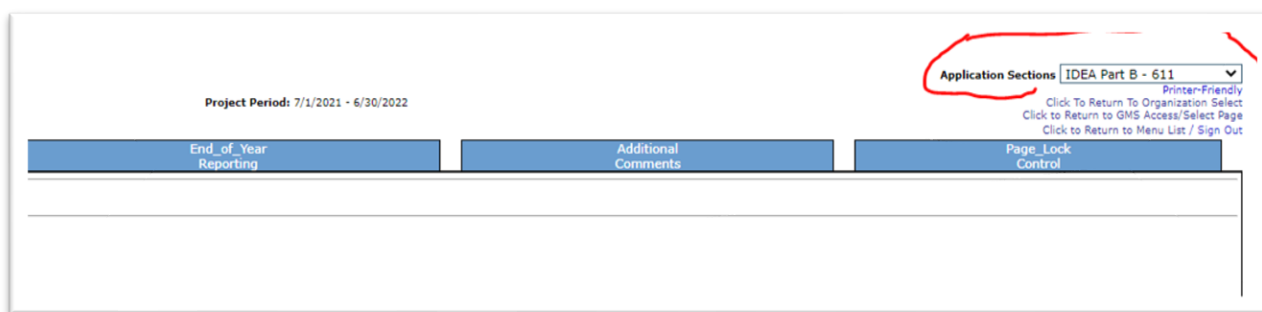


Step 5: Click “Create” as shown in Step 4 and you will be directed to the IDEA Part B Consolidated Grant Application. LEAs complete the contact information page here.



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Step 6: Click the “Application Sections” drop-down menu to select the IDEA Part 611 or 619.



LEAs complete the IDEA Part B - 611 and 619 applications by filling out the following sections:

- Contact Information
- Program Detail: Within the Planned Activities tab, districts have the option of 3 objectives to support meeting their goal. LEAs can select the activities to meet the objectives and for each activity's selection, there must be a corresponding Activity
- Budget Page
- End-of-Year Reporting
- Additional Comments

When completed, the LEA administrator may submit the application to WDE. If an LEA requires an amendment to its application, any district staff with data entry privileges may make changes to the application; however, the application can be submitted only by the LEA administrator.

More information regarding the functionality of the application can be found here

<https://sites.google.com/wyo.gov/gmshelp/home>.

LEA Application Review and Approval

When LEAs submit their application, a WDE reviewer can access the completed application following the steps outlined above. There are two education consultants in charge of the review. LEAs are split alphabetically between the two consultants who have the responsibility to review the programmatic portion of the application. The distribution of LEA's is as follows:

Table 1. LEA Distribution for Application Review

Program Review	LEA Distribution
Education consultant 1	A-K
Education consultant 2	L-Z

Step 1: The education consultants conduct the first layer of review of the programmatic component of the application submitted by LEAs. The review is done using a checklist provided by the special education systems administrator. This checklist is reviewed annually and updated periodically as needed. Education consultants are able to mark on the checklist any items that are non-compliant items and submit comments to LEAs for feedback.

The Program Detail section includes the following sub-sections:

- Graduation Data
- Assessment, Suspension, and Expulsion
- Expulsion
- FAPE [free appropriate public education] in the LRE
- Parent Involvement
- Child-Find, Disproportionality
- Effective Transition
- General Supervision

Step 2: The senior fiscal analyst performs the second layer of review of the IDEA Part B Consolidated Grant Application to ensure completeness and accuracy of fiscal information provided. The review is conducted using a review checklist with detailed instructions.

The following sections in the IDEA Part, B Consolidated Grant Application are reviewed by the senior fiscal analyst:

- Contact Information
- Allocations
- IDEA Assurances

The following section the IDEA Part B - 611 and 619 applications are reviewed by the senior fiscal analyst:

- Program Detail
- Budget Pages
- MOE [maintenance of effort] Section
- CEIS [Coordinated Early Intervening Services] Section
- Proportionate Share Amounts

- End-of-Year Reporting

Step 3 (if needed): During a review, if an application is noncompliant, the application is returned to the LEA for correction. When the LEA resubmits its corrected application, the same review process is followed.

Step 4: If the application is complete and accurate, it will be approved by the senior fiscal analyst.

Grant Awards Notification and Distribution of Funds

Once an LEA's grant application is approved by the senior fiscal analyst, the status will display "Final Approved" and the LEA will receive a Grant Award Notification (GAN). The GAN is automatically populated and located within the IDEA Part B Consolidated Grant Application; it can be accessed by clicking "View GAN" under status (see the following screenshot).

Figure 1. Screenshot of Grant Award Notification

The screenshot shows the 'GMS ACCESS SELECT' interface. At the top, it displays '001 Sweetwater #1' and a 'Select Fiscal Year' dropdown set to '2020'. Below this is a blue bar labeled 'Created'. Under 'Central Data', a message states: 'There currently aren't any Central Data applications created.' Below that is a 'Formula Grant' section with a table. The table has columns: 'Application Name', 'Revision', 'Status', and 'Date'. The first row shows 'IDEA Part B Consolidated' as the application name, 'Amendment 6' as the revision (with a dropdown arrow), 'Final Approved' as the status (with a red bracket and 'View GAN' link below it), and '9/15/2021' as the date.

Application Name	Revision	Status	Date
IDEA Part B Consolidated	Amendment 6	Final Approved View GAN	9/15/2021

LEA applications that are submitted by July 1 will not receive a GAN until their application is approved. If a district submits an application after July 1, the LEAs is not permitted to draw down funds prior to the date of the submission. For example, if an LEA submits its application on July 10, that date becomes the substantial approval date. Therefore, the LEA will not be allowed to drawdown funds obligated between July 1 and July 10 for the new grant period. The fiscal analyst for the Every Student Succeeds Act (ESSA) grantee reviews cash requests to ensure that reimbursements are allowed only as of the substantial approval date.

If LEAs have questions regarding cash requests and reimbursements, they may contact the senior fiscal analyst or the ESSA grant team fiscal specialist at the Wyoming Department of Education. To ensure compliance, the Department of Audit also conducts reviews to verify reimbursement requests.

After a GAN is sent to the LEA, the senior fiscal analyst makes funds available to the LEA through the GMS which allows the LEA to start requesting reimbursement. The first portion of the LEA allocation is made available to LEAs by July 1, and the second portion is made available to LEAs by October 1.

Budget Modification

If an LEA needs to adjust its budget or make other modifications to its application, the LEA must log into the GMS and provide an amendment with justifications. Once the application is modified, the LEA must resubmit its application for reapproval to the education consultant and the senior fiscal analyst.

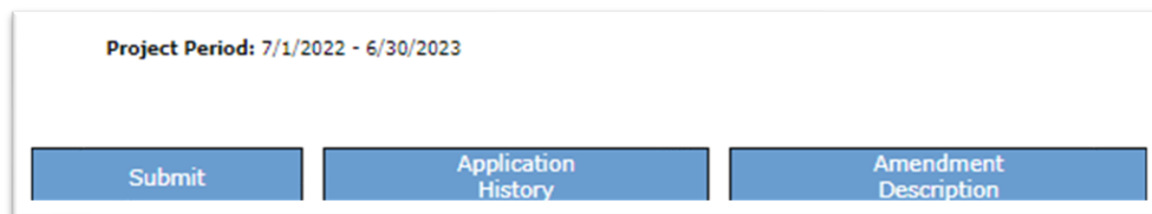
LEAs are allowed to draw up to 10 percent over the budgeted amount by series, not to exceed the awarded allocation. Any expenditures greater than 10 percent by series listed below require approval by the WDE senior fiscal analyst.

Table 2. List of Series that Require Fiscal Analyst Approval

Series	Description
100	Salaries
200	Benefits
300	Purchased services
400	Supplies
500	Capital outlay

The LEA must submit a budget modification request to the senior fiscal analyst within the GMS. Any amendment changes and revisions made within the application can be viewed within the “Amendment Description” of the IDEA Part B Consolidated Grant Application (see the following screenshot).

Figure 2. Screenshot of Amendment Description Tab



Timeline and Due Dates (for LEAs and/or WDE Staff)

Table 3. Timeline and Due Dates for LEAs and/or WDE Staff

Activity	Date	Responsible Staff
Opening of IDEA Part B Consolidated Grant Application with LEA Assurances	May 1	Senior fiscal analyst
Submission deadline for IDEA Part B Consolidated Grant Application and LEA Assurances	July 1	LEA administrator
Review of IDEA Part B Consolidated Grant Application and LEA Assurances for substantial and final approval.	September 30	Education consultant and senior fiscal analyst
Make funds available in the GMS for LEA reimbursements upon approval of the final application	Upon approval July 1 or later	Senior fiscal analyst
Budget modification and amendments	Ongoing within 2 weeks from submission	Senior fiscal analyst

Appendices

Appendix A: Application Review Checklist

Wyoming Department of Education

Individuals with Disabilities Education Act (IDEA) Part B Consolidated Application Review Checklist

Fiscal Year 20XX–20XX

Reviewer:

Date:

School:

School Year XX/XX IDEA Part B Allocation Amount:

School Year XX/XX IDEA Part B Carryover Amount:

IDEA Part B Consolidated Application Page

Section 1: Contact Information

Review Question	Yes	No	Comments
Did the school provide email addresses to receive copies of automated approval/disapproval messages?			
Did the school provide the IDEA program contact's name, title, phone number, email, and fax number?			

Section 2: Allocations (611 and 619)

611

619

Review Question	Yes	No	N/A	Yes	No	N/A
Did the local educational agency (LEA) select "Funds not applied for" for one of the IDEA Part B grants? This means that the LEA does not apply for the one of the IDEA Part B grants, and funds may be reallocated to other LEAs.						
If "yes" is selected above, does the LEA currently serve students with disabilities?						

WDE LEA Subgrants Application

Review Question	Yes	No	N/A	Yes	No	N/A
If "yes" is selected above, verify that the LEA adequately provides free appropriate public education (FAPE) with the following questions:						
Has the LEA received a determination of "Meets Requirements" or "Needs Assistance"?						
Has the LEA not been identified with significant disproportionality?						
Does the LEA currently have zero outstanding uncorrected program monitoring findings of noncompliance related to FAPE?						
Does the LEA currently have zero outstanding dispute resolution findings related to FAPE in the past year?						
Does the LEA have no other evidence that indicates that the LEA is not adequately providing FAPE (e.g., IDEA fiscal audits or monitoring findings)?						
Does the LEA adequately provide FAPE? If "no" is selected for the five questions above, select "no."						
Reviewer Comments:						

Section 3: Program Detail

Review Question	Yes	No	N/A
Graduation Data: Did the LEA meet the targets for the appropriate fiscal years?			
If the LEA did not meet the targets, did the district provide a description of the actions that will be performed this year to reach its targets?			
Is the description of the actions that will be performed this year to reach the targets adequate?			
Assessment: Did the LEA meet the targets for the appropriate fiscal year?			
If the LEA did not meet the targets, did the district provide a description of the actions that will be performed this year to reach its targets?			
Is the description of the actions that will be performed this year to reach the targets adequate?			
Suspension and Expulsion: Did the LEA meet the targets for the appropriate fiscal year?			
If the LEA did not meet the targets, did the district provide a description of the actions that will be performed this year to reach its targets?			

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Review Question	Yes	No	N/A
Is the description of the actions that will be performed this year to reach the targets adequate?			
FAPE in the LRE (Least Restrictive Environment): Did the LEA meet the targets for the appropriate fiscal year?			
If the LEA did not meet the targets, did the district provide a description of the actions that will be performed this year to reach its targets?			
Is the description of the actions that will be performed this year to reach the targets adequate?			
Parent Involvement: Did the LEA meet the targets for the appropriate fiscal year?			
If the LEA did not meet the targets, did the district provide a description of the actions that will be performed this year to reach its targets?			
Is the description of the actions that will be performed this year to reach the target adequate?			
Child-Find: Did the LEA meet the target for the appropriate fiscal year?			
If the LEA did not meet the target, did the district provide a description of the actions that will be performed this year to reach its target?			
Is the description of the actions that will be performed this year to reach the target adequate?			
Disproportionality: Did the LEA meet the targets for the appropriate fiscal year?			
If the LEA did not meet the targets, did the district provide a description of the actions that will be performed this year to reach its targets?			
Is the description of the actions that will be performed this year to reach the targets adequate?			
Effective Transition: Did the LEA meet the targets for the appropriate fiscal year?			
If the LEA did not meet the targets, did the district provide a description of the actions that will be performed this year to reach its targets?			
Is the description of the actions that will be performed this year to reach the targets adequate?			
General Supervision: Did the LEA meet the targets for the appropriate fiscal year?			
If the LEA did not meet the targets, did the district provide a description of the actions that will be performed this year to reach its targets?			
Is the description of the actions that will be performed this year to reach the targets adequate?			
Reviewer Comments:			

Section 4: Assurances

Review Question	Yes	No	NA
Did the LEA staff certify that they have read, understood, and will comply with the assurances?			
Reviewer Comments:			

Section 5: Amendment Description

Review Question	Yes	No	NA
Is this an amendment to an original application?			
If “yes” above, did the LEA specify the date the amendment was created?			
Did the LEA select IDEA Part B § 611?			
If “yes” above, did the LEA adequately describe the change and a justification for the change?			
Did the LEA select IDEA Part B § 619?			
If “yes” above, did the LEA adequately describe the change and a justification for the change?			
Reviewer Comments:			

IDEA Part B § 611 Page**Section 1: Program Details**

Review Question	Yes	No	NA
<i>Planned Activities—Objective 1</i>			
Did the LEA provide a detailed strategy describing how the LEA will meet the first objective?			
<ul style="list-style-type: none"> professional development 			
<ul style="list-style-type: none"> implementation of research-based programs 			

WDE LEA Subgrants Application

Review Question	Yes	No	NA
• parent involvement activities			
• coordinated early intervening services			
• positive behavioral intervention and supports			
• assistive technology, extended school year services			
• child-find agreements with other agencies			
• contracts with special education / related service providers			
• job coach, career counseling, dropout prevention			
• administrative costs			
• student information tracking system (individualized education program [IEP] systems and software, etc.)			
• proportionate share			
• other			
Planned Activities—Objective 2			
Did the LEA provide a detailed strategy describing how the LEA will meet the second objective?			
Did the LEA select any activities listed below and describe how these activities will help meet Objective 2?			
• professional development			
• implementation of research-based programs			
• parent involvement activities			
• coordinated early intervening services			
• positive behavioral intervention and supports			
• assistive technology, extended school year services			
• child-find agreements with other agencies			
• contracts with special education / related service providers			
• job coach, career counseling, dropout prevention			

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Review Question	Yes	No	NA
• administrative costs			
• student information tracking system (IEP systems and software, etc.)			
• proportionate share			
• other			
Planned Activities—Objective 3			
Did the LEA provide a detailed strategy describing how the LEA will meet the third objective?			
Did the LEA select any activities listed below and describe how these activities will help meet Objective 3?			
• professional development			
• implementation of research-based programs			
• parent involvement activities			
• coordinated early intervening services			
• positive behavioral intervention and supports			
• assistive technology, extended school year services			
• child-find agreements with other agencies			
• contracts with special education / related service providers			
• job coach, career counseling, dropout prevention			
• administrative costs			
• student information tracking system (IEP systems and software, etc.)			
• proportionate share			
• other			
Private/Home School Participation			
Did the LEA enter the number of students with disabilities attending private/nonpublic school?			

WDE LEA Subgrants Application

Review Question	Yes	No	NA
Did the LEA enter the number of students with disabilities enrolled in the district?			
Staff			
Did the LEA provide WISER Staff IDs for staff listed as paid through the IDEA Part B § 611 program?			
Maintenance of Effort (MOE)			
Did the LEA pass the MOE eligibility test? (If “no,” answer the following questions.)			
<ul style="list-style-type: none"> Does the LEA qualify for the Exception for Child Count? 			
<ul style="list-style-type: none"> Did the LEA request an Exception for Voluntary Departure of Personnel? 			
<ul style="list-style-type: none"> If the LEA requested an Exception for Voluntary Departure of Personnel, did the LEA provide the staff name, ID, salary and benefits amounts, and reason for staff departure? 			
<ul style="list-style-type: none"> Did the LEA provide the replacement staff name, ID, salary and benefits, and personnel information, if applicable? 			
Did the LEA request an Exception for Exceptionally Costly Program?			
<ul style="list-style-type: none"> If the LEA requested an Exception for Exceptionally Costly Program, did the LEA provide the WISER ID, a justification, a description of expenditure, and the total amount? 			
Did the LEA request an Exception for Long-Term Purchase?			
<ul style="list-style-type: none"> If the LEA requested an Exception for Long-Term Purchase, did the LEA provide the property number, type of expenditure, description of expenditure, and cost? 			
Coordinated Early Intervening Services (CEIS)			
Did the LEA accurately report the amount to be used for CEIS?			
Did the LEA accurately report the total number of students in the target student population?			
Did the LEA accurately define the target population that will benefit from the CEIS funds?			

Review Question	Yes	No	NA
Did the LEA accurately describe the proposed CEIS activities?			
Did the LEA report the CEIS amount spent in the previous school year?			
Did the LEA describe the activities and services provided?			
Did the LEA provide the number of students who received CEIS in two prior years and subsequently received special education services?			
Reviewer Comments:			

Section 2: Budget Pages

Review Question	Yes	No	NA
Did the LEA budget for each planned applicable activity that was selected to meet Objective 1?			
• professional development			
• implementation of research-based programs			
• parent involvement activities			
• coordinated early intervening services			
• positive behavioral intervention and supports			
• assistive technology, extended school year services			
• child-find agreements with other agencies			
• contracts with special education / related service providers			
• job coach, career counseling, dropout prevention			
• administrative costs			
• student information tracking system (IEP systems and software, etc.)			
• proportionate share			
• other			
Did the LEA budget for each planned applicable activity that was selected to meet Objective 2?			
• professional development			
• implementation of research-based programs			
• parent involvement activities			
• coordinated early intervening services			
• positive behavioral intervention and supports			
• assistive technology, extended school year services			
• child-find agreements with other agencies			
• contracts with special education / related service providers			

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• job coach, career counseling, dropout prevention			
• administrative costs			
• student information tracking system (IEP systems and software, etc.)			
• proportionate share			
Review Question	Yes	No	NA
• other			
Did the LEA budget for each planned applicable activity that was selected to meet Objective 3?			
• professional development			
• implementation of research-based programs			
• parent involvement activities			
• coordinated early intervening services			
• positive behavioral intervention and supports			
• assistive technology, extended school year services			
• child-find agreements with other agencies			
• contracts with special education / related service providers			
• job coach, career counseling, dropout prevention			
• administrative costs			
• student information tracking system (IEP systems and software, etc.)			
• proportionate share			
• other			
Did the LEA accurately budget for indirect costs?			
Reviewer Comments:			

Section 3: End-of-Year Reporting

Review Question	Yes	No	NA
<i>End-of-Year Planned Activities—Objective 1</i>			
Did the LEA provide the total amount spent and describe each completed/implemented activity for Objective 1?			
• professional development			
• implementation of research-based programs			
• parent involvement activities			
• coordinated early intervening services			

WDE LEA Subgrants Application

Review Question	Yes	No	NA
• positive behavioral intervention and supports			
• assistive technology, extended school year services			
• child-find agreements with other agencies			
• contracts with special education / related service providers			
• job coach, career counseling, dropout prevention			
• administrative costs			
• student information tracking system (IEP systems and software, etc.)			
• proportionate share			
• other			
End-of-Year Planned Activities—Objective 2			
Did the LEA provide the total amount spent and describe each completed/implemented activity for Objective 2?			
• professional development			
• implementation of research-based programs			
• parent involvement activities			
• coordinated early intervening services			
• positive behavioral intervention and supports			
• assistive technology, extended school year services			
• child-find agreements with other agencies			
• contracts with special education / related service providers			
• job coach, career counseling, dropout prevention			
• administrative costs			
• student information tracking system (IEP systems and software, etc.)			
• proportionate share			
• other			

Review Question	Yes	No	NA
<i>End-of-Year Planned Activities—Objective 3</i>			
<ul style="list-style-type: none"> Did the LEA provide the total amount spent and describe each completed/implemented activity for Objective 3? 			
<ul style="list-style-type: none"> professional development 			
<ul style="list-style-type: none"> implementation of research-based programs 			
<ul style="list-style-type: none"> parent involvement activities 			
<ul style="list-style-type: none"> coordinated early intervening services 			
<ul style="list-style-type: none"> positive behavioral intervention and supports 			
<ul style="list-style-type: none"> assistive technology, extended school year services 			
<ul style="list-style-type: none"> child-find agreements with other agencies 			
<ul style="list-style-type: none"> contracts with special education / related service providers 			
<ul style="list-style-type: none"> job coach, career counseling, dropout prevention 			
<ul style="list-style-type: none"> administrative costs 			
<ul style="list-style-type: none"> student information tracking system (IEP systems and software, etc.) 			
<ul style="list-style-type: none"> proportionate share 			
<ul style="list-style-type: none"> other 			
<i>End-of-Year Program Information</i>			
Did the LEA accurately report the total amount spent for child-find, if applicable?			
Did the LEA provide a description of the positions that were not filled during the previous school year?			
Did the LEA accurately report the total number of students and staff who received the services listed below?			
<ul style="list-style-type: none"> speech language therapy 			
<ul style="list-style-type: none"> occupational therapy 			
<ul style="list-style-type: none"> physical therapy 			

Review Question	Yes	No	NA
Reviewer Comments:			

Section 4: Additional Comments

Review Question	Yes	No	NA
Are there additional comments for the LEA regarding the IDEA Part B § 611 application?			
Reviewer Comments:			

IDEA Part B § 619 Page

Section 1: Program Details

Review Question	Yes	No	NA
<i>Planned Activities—Objective 1</i>			
Did the LEA provide a detailed strategy describing how the LEA will meet the first objective?			
Did the LEA select any activities listed below and describe how these activities will help meet Objective 1?			
• professional development			
• implementation of research-based programs			
• parent involvement activities			
• coordinated early intervening services			
• positive behavioral intervention and supports			
• assistive technology, extended school year services			
• child-find agreements with other agencies			
• contracts with special education / related service providers			

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• job coach, career counseling, dropout prevention			
• administrative costs			
• student information tracking system (IEP systems and software, etc.)			
• proportionate share			
• other			
<i>Planned Activities—Objective 2</i>			
Did the LEA provide a detailed strategy describing how the LEA will meet the second objective?			
Did the LEA select any activities listed below and describe how these activities will help meet Objective 2?			
• professional development			
• implementation of research-based programs			
• parent involvement activities			
• coordinated early intervening services			
• positive behavioral intervention and supports			
• assistive technology, extended school year services			
• child-find agreements with other agencies			
• contracts with special education / related service providers			
• job coach, career counseling, dropout prevention			
• administrative costs			
• student information tracking system (IEP systems and software, etc.)			
• proportionate share			
• other			
<i>Planned Activities—Objective 3</i>			

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Did the LEA provide a detailed strategy describing how the LEA will meet the third objective?			
Did the LEA select any activities listed below and describe how these activities will help meet Objective 3?			
• professional development			
• implementation of research-based programs			
• parent involvement activities			
• coordinated early intervening services			
• positive behavioral intervention and supports			
• assistive technology, extended school year services			
• child-find agreements with other agencies			
• contracts with special education / related service providers			
• job coach, career counseling, dropout prevention			
• administrative costs			
• student information tracking system (IEP systems and software, etc.)			
• proportionate share			
• other			
Private/Home School Participation			
Did the LEA enter the number of students with disabilities attending private/nonpublic school?			
Did the LEA enter the number of students with disabilities enrolled in the district?			
Staff			
Did the LEA provide WISER Staff IDs for staff listed as paid through the IDEA Part B § 611 program?			
Reviewer Comments:			

Section 2: Budget Pages

Review Question	Yes	No	NA
Did the LEA budget for each planned applicable activity that was selected to meet Objective 1?			
• professional development			
• implementation of research-based programs			
• parent involvement activities			
• coordinated early intervening services			
• positive behavioral intervention and supports			
• assistive technology, extended school year services			
• child-find agreements with other agencies			
• contracts with special education / related service providers			
• job coach, career counseling, dropout prevention			
• administrative costs			
• student information tracking system (IEP systems and software, etc.)			
• proportionate share			
• other			
Did the LEA budget for each planned applicable activity that was selected to meet Objective 2?			
• professional development			
• implementation of research-based programs			
• parent involvement activities			
• coordinated early intervening services			
• positive behavioral intervention and supports			
• assistive technology, extended school year services			
• child-find agreements with other agencies			

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• contracts with special education / related service providers			
• job coach, career counseling, dropout prevention			
• administrative costs			
• student information tracking system (IEP systems and software, etc.)			
• proportionate share			
• other			
Did the LEA budget for each planned applicable activity that was selected to meet Objective 3?			
• professional development			
• implementation of research-based programs			
• parent involvement activities			
• coordinated early intervening services			
• positive behavioral intervention and supports			
• assistive technology, extended school year services			
• child-find agreements with other agencies			
• contracts with special education / related service providers			
• job coach, career counseling, dropout prevention			
• administrative costs			
• student information tracking system (IEP systems and software, etc.)			
• proportionate share			
• other			
Did the LEA accurately budget for indirect costs?			
Reviewer Comments:			

Section 3: End-of-Year Reporting

Review Question	Y es	N o	N A
<i>End-of-Year Planned Activities—Objective 1</i>			
Did the LEA provide the total amount spent and describe each completed/implemented activity for Objective 1?			
• professional development			
• implementation of research-based programs			
• parent involvement activities			
• coordinated early intervening services			
• positive behavioral intervention and supports			
• assistive technology, extended school year services			
• child-find agreements with other agencies			
• contracts with special education / related service providers			
• job coach, career counseling, dropout prevention			
• administrative costs			
• student information tracking system (IEP systems and software, etc.)			
• proportionate share			
• other			
<i>End-of-Year Planned Activities—Objective 2</i>			
Did the LEA provide the total amount spent and describe each completed/implemented activity for Objective 2?			
• professional development			
• implementation of research-based programs			
• parent involvement activities			
• coordinated early intervening services			

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• positive behavioral intervention and supports			
• assistive technology, extended school year services			
• child-find agreements with other agencies			
• contracts with special education / related service providers			
• job coach, career counseling, dropout prevention			
• administrative costs			
• student information tracking system (IEP systems and software, etc.)			
• proportionate share			
• other			
End-of-Year Planned Activities—Objective 3			
Did the LEA provide the total amount spent and describe each completed/implemented activity for Objective 3?			
• professional development			
• implementation of research-based programs			
• parent involvement activities			
• coordinated early intervening services			
• positive behavioral intervention and supports			
• assistive technology, extended school year services			
• child-find agreements with other agencies			
• contracts with special education / related service providers			
• job coach, career counseling, dropout prevention			
• administrative costs			
• student information tracking system (IEP systems and software, etc.)			
• proportionate share			
• other			
End-of-Year Program Information			

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Did the LEA accurately report to total amount spent for child-find, if applicable?			
Reviewer Comments:			

Section 4: Additional Comments

Review Question	Yes	No	NA
Are there additional comments for the LEA regarding the IDEA Part B 611 application?			
Reviewer Comments:			

Appendix B: LEA Assurances

Wyoming Department of Education

Office of Special Education Programs

School Year 20XX/XX

IDEA Part B Local Educational Agency Assurances

The Individuals with Disabilities Education Act (IDEA) of 2004 (Public Law [108-446](#)) is a federal education grant program. The local educational agency (LEA) will place the following assurances on file with the Wyoming Department of Education (WDE) as a part of the IDEA Part B funds application. The LEA provides assurances that it has in effect policies and procedures to meet all eligibility requirements of Part B of the Act as found in the IDEA statute and regulations and other federal and state laws and regulations governing the administration of federal grants. The LEA is able to meet all the assurances as stated below in this application.

IDEA Laws and Regulations General Assurances

34 C.F.R. § 300.101–300.108 Free appropriate public education (FAPE)

A free appropriate public education is available to all children with disabilities between the ages of 3 and 21, including children with disabilities who have been suspended or expelled, attending or eligible to attend schools within the LEA's jurisdiction.

34 C.F.R. § 300.111. Child-find

All children with disabilities attending or eligible to attend schools within the LEA's jurisdiction are identified, located, and evaluated. The LEA ensures that a practical method, consistent with state policies, is developed and implemented to determine which children with disabilities receive needed special education and related services in accordance with 20 U.S.C. § 1412(a)(3).

34 C.F.R. § 300.112 Individualized education programs (IEPs)

An individualized education program, or an individualized family service plan that meets IDEA requirements, is developed, reviewed, and revised for each child with a disability in accordance with 34 C.F.R. §§ 300.320 through 300.324, except as provided in §§ 300.300(b)(3) and 300.300(b)(4) (20 U.S.C. § 1412[a](4)).

34 C.F.R. §§ 300.114–300.120 Least Restrictive Environment (LRE) requirements

To the maximum extent appropriate, children with disabilities, enrolled at the LEA, are educated with children who are not disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature

or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily in accordance with the least restrictive environment (Public Law 108-446; 20 U.S.C. § 1412[a][5][A]–[B]).

34 C.F.R. § 300.121 Procedural safeguards

Children with disabilities and their parents are afforded the procedural safeguards required by 34 C.F.R. §§ 300.500 through 300.536 and in accordance with 20 U.S.C. § 1412(a)(6).

34 C.F.R. § 300.122 Evaluation

Children with disabilities are adequately evaluated in accordance with 34 C.F.R. §§ 300.300 through 300.311 (20 U.S.C. § 1412[a][7]).

34 C.F.R. § 300.123 Confidentiality of personally identifiable information

The LEA will comply with the requirement under 34 C.F.R. §§ 300.610 through 300.626 related to the confidentiality of records and information (20 U.S.C. § 1412[a][8]).

34 C.F.R. §§ 300.130 through 300.144 Equitable services for parentally placed private school students

To the extent consistent with the number and location of children with disabilities, the LEA will ensure the participation of children with disabilities (enrolled by their parents in private, including religious, elementary schools and secondary schools located in the school district served by the LEA) in the programs assisted or carried out under IDEA Part B grants.

34 C.F.R. § 300.154 Methods of ensuring services

The LEA shall ensure that an interagency agreement or other mechanism for interagency coordination is in effect between each public agency described in subparagraph (b) of 34 C.F.R. § 300.154 in order to ensure that all services that are needed to ensure FAPE are provided, including the provision of such services during the pendency of any dispute under § 300.154(a)(3).

34 C.F.R. § 300.156 Personnel qualifications

Consistent with state codes and policies, the LEA has established and maintains qualifications to ensure that personnel necessary to carry out IDEA activities are appropriately and adequately prepared and trained, including that those personnel have the content knowledge and skills to serve children with disabilities.

34 C.F.R. § 300.157 Performance goals and indicators

The LEA has established goals for the performance of children with disabilities in the state that meet the requirements found in 20 U.S.C. § 1412(a)(15)(A)–(C), as amended by the Every Student Succeeds Act (ESSA).

34 C.F.R. § 300.160 Participation in assessments

All children with disabilities are included in all general state and districtwide assessment programs, including assessments described under § 1111 of the Elementary and Secondary Education Act of 1965 (ESEA), with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs as noted in 20 U.S.C. § 1412(a)(16)(A)–(E), as amended by the ESSA.

34 C.F.R. § 300.165 Public participation

Prior to the adoption of any policies and procedures needed to comply with this section (including any amendments to such policies and procedures), the LEA ensures that there is stakeholder input and adequate notice of the input opportunities, including individuals with disabilities and parents of children with disabilities (20 U.S.C. §§ 1412(a)(19); 34 C.F.R. § 300.165; ESSA, Title I, Part A § 1116(a–d)).

34 C.F.R. § 300.172 Access to instructional materials

The LEA may adopt the National Instructional Materials Accessibility Standard for the purposes of providing instructional materials to blind persons or other persons with print disabilities, in a timely manner after the publication of the National Instructional Materials Accessibility Standard in the Federal Register in accordance with 20 U.S.C. § 1412(a)(23)(A) and (D).

34 C.F.R. § 300.173 Overidentification and disproportionality

The LEA has in effect, consistent with the purposes of the IDEA and with § 618(d) of the Act, policies and procedures designed to prevent the inappropriate overidentification or disproportionate representation by race and ethnicity of children as children with disabilities, including children with disabilities with a particular impairment described in 34 C.F.R. § 300.8 (20 U.S.C. § 1412(a)(24)).

34 C.F.R. § 300.174 Prohibition on mandatory medication

The LEA shall prohibit personnel from requiring a child to obtain a prescription for a substance covered by the Controlled Substances Act (21 U.S.C. § 812(c)) as a condition of attending school, receiving an evaluation under 34 C.F.R. §§ 300.300 through 300.311, or receiving services under the IDEA as described in 20 U.S.C. § 1412(a)(25)(A)–(B).

34 C.F.R. §§ 300.640–300.645 Annual report of children served—report requirement

The LEA shall provide data/reports to the WDE on any information that may be required by the U.S. Department of Education Secretary, maintain records, and afford WDE with access to the records deemed necessary to carry out its duties (20 U.S.C. § 1418[a][3]).

IDEA Part B Subgrants Eligibility Assurances

34 C.F.R. § 300.200 Condition of assistance.

The LEA meets each of the eligibility requirements for IDEA Part B subgrants outlined in 34 C.F.R. §§ 300.201 through 300.213.

34 C.F.R. § 300.201 Consistency with state policies

The LEA, in providing for the education of children with disabilities within its jurisdiction, has policies, procedures, and programs that are consistent with the state policies and procedures established under §§ 300.101 through 300.163 and §§ 300.165 through 300.174.

34 C.F.R. § 300.202 Use of amounts

The LEA will expend funds provided under this grant in accordance with applicable provisions of the IDEA Part B only to pay the excess costs of providing special education and related services to children with disabilities. IDEA Part B funds will be used to supplement other federal funds and not to supplant those funds (34 C.F.R. § 300.202). In accordance with 34 C.F.R. § 300.208, this requirement of Part B will not be violated if the LEA utilizes Part B funds to

- a. allow one or more nondisabled child(ren) to benefit from special education and related services and supplementary aids and services, for the costs of providing such services in a regular class or other education-related setting to a child with a disability in accordance with the IEP of the child; and/or
- b. develop and implement a fully integrated and coordinated services system in accordance with 34 C.F.R. § 300.208.

The LEA assures that the funds made available under IDEA Part § 619 will be used only for providing services to 3-, 4-, and 5-year-old children with disabilities.

34 C.F.R. § 300.16 Excess cost calculation

The LEA will calculate the minimum average amount to be spent for the education of each of its elementary and secondary students with disabilities under § 602(3) of the Act before it may use funds under Part B of the Act.

34 C.F.R. § 300.203 Maintenance of effort

Except as provided in 34 C.F.R. §§ 300.204 and 300.205, the LEA will not use IDEA Part B funds to reduce the level of expenditures for the education of children with disabilities made by the grantee from local funds below the level of those expenditures for the preceding fiscal year.

34 C.F.R. § 300.206 Schoolwide programs under Title I of the ESEA

If the LEA uses grant funds to carry out a schoolwide program under § 1114 of the ESEA, the amount used will not exceed the amount received divided by the number of children with disabilities within the school and multiplied by the number of children with disabilities

participating in the schoolwide program. The LEA will consider the funds as federal IDEA Part B funds for the calculations required for the excess cost requirement at 34 C.F.R. § 300.202(a)(2) and (a)(3).

34 C.F.R. § 300.207 Personnel development

The LEA must ensure that all personnel necessary to carry out Part B of the Act are appropriately and adequately prepared, subject to the requirements of 34 CFR § 300.156 (related to personnel qualifications) and § 2102(b) of the ESEA.

34 C.F.R. § 300.208 Permissive use of funds

The LEA must ensure that the costs of special education and related services, and supplementary aids and services, provided in a regular class or another education-related setting to a child with a disability in accordance with the child's IEP can be charged to IDEA Part B, even if one or more nondisabled children benefit from these services.

34 C.F.R. § 300.226 Coordinated Early Intervening Services (CEIS)

The LEA will not use more than 15 percent of the amount received under IDEA Part B to develop and implement coordinated, early intervening services for students in kindergarten through grade 12 who are not currently identified as needing special education or related services, but who need additional academic and behavioral support to succeed in a general education environment. The LEA will comply with CEIS reporting requirements.

34 C.F.R. § 300.211 Information for state education agency (SEA)

The LEA will provide the SEA with information necessary to enable the SEA to carry out its duties under Part B of the Act, including, with respect to §§ 300.157 and 300.160, information relating to the performance of children with disabilities participating in programs carried out under Part B of the Act.

34 C.F.R. § 300.212 Public information

The LEA must make available to parents of children with disabilities and to the general public all documents relating to the eligibility of the agency under Part B of the Act.

34 C.F.R. § 300.213 Records regarding migratory children with disabilities

The LEA will cooperate in the Secretary's efforts under § 1308 of the ESEA to ensure the linkage of records pertaining to migratory children with disabilities for the purpose of electronically exchanging health and educational information regarding those children (20 U.S.C. § 1413[a][9]).

Education Department General Administrative Regulations (EDGAR) and Other Applicable Regulations Assurances

2 C.F.R. Subpart E—Cost principles / allowable use of funds

IDEA Part B costs incurred will be allowable under the principles established in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

2 C.F.R. § 200.308(e) Budget modifications

The LEA will obtain an approved budget amendment when it is anticipated that claimed expenditures will vary significantly from the amount in the current approved budget. A significant variance is an increase of 10 percent (summary of all line items) of the current total approved budget as determined by the WDE.

2 C.F.R. § 200.313 Equipment

Equipment purchased in whole or in part with grant funds will be managed consistently with the provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

2 C.F.R. §§ 200.318–200.326 Contracts and procurement

The LEA will use its own procurement procedures that reflect applicable state and local laws and regulations, provided the procurements conform to applicable federal law and the standards of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

34 C.F.R. § 76.702 Fiscal control and fund accounting procedures

The LEA uses fiscal control and fund accounting procedures that ensure proper disbursement of and accounting for federal funds. Funds will be used to supplement other federal funds and not supplant such funds.

2 C.F.R. § 200.430 Time and effort reporting

The LEA retains records that accurately reflect the work performed and is supported by a system of internal control that provides reasonable assurance that the charges are accurate, allowable, and properly allocated. For costs to be allowable, compensation for personal services must adhere to the Standards for Documentation of Personnel Expenses as identified in 2 C.F.R. § 200.430(i)(1).

2 C.F.R. § 200.501 Single Audit

The LEA will comply with Single Audit Act requirements if it expends in total (from all sources) \$750,000 or more in federal funds during a fiscal year (July 1–June 30). A copy of the audit is to be submitted to the WDE.

2 C.F.R. § 200.332 Subrecipient monitoring

The LEA will cooperate with the WDE to discharge its LEA's subrecipient monitoring responsibilities to ensure IDEA Part B awards are used for authorized purposes in compliance

with laws, regulations, and the provisions of contracts or grant agreements, and performance goals are achieved.

2 C.F.R. § 200.302 Reporting

The LEA ensures all required financial and program data will be reported to the WDE timely on a schedule established by the WDE. Financial claims will be submitted regularly on a schedule established by the WDE and within 30 days of the end of the reporting period. Final financial claims will be submitted within 90 days of the end of the project year.

2 C.F.R. § 200.334 Record retention

The LEA will comply with the Record Retention and Access requirements. The LEA ensures that records relating to the grant are maintained for a period of at least three years after the end of the project year, consistent with the LEA's record retention policy. If any litigation, claim, negotiation, audit, or other action involving the records starts before the end of the period, the records will be retained until completion of the action and resolution of all issues.

Civil Rights Assurances

The LEA will adhere to the provisions of Title VI of the Civil Rights Act of 1964, as amended (45 U.S.C. §§ 2000d et seq.) and its implementing regulations (34 C.F.R. Part 100), prohibiting discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance.

The LEA will adhere to the provisions under § 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), prohibiting discrimination on the basis of disability in programs and activities receiving federal financial assistance.

The LEA will adhere to the provisions under Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681 et seq.) prohibiting discrimination on the basis of sex in education programs and activities receiving federal financial assistance.

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise (18 U.S.C. § 1001 and 31 U.S.C. §§ 3729–3730 and 3801–3812).

I further certify that an authorized designee of the LEA has read the IDEA Part B assurances in 34 C.F.R. §§ 300.201 through 300.213 and the LEA will operate the IDEA Part B program in accordance with program requirements. I have been authorized by the LEA to certify these assurances and to apply for funds under IDEA Part B on its behalf.

Wyoming Department of Education
Office of Special Education Programs
School Year 20XX/XX
IDEA Part B Local Education Agency (LEA) Assurances

These assurances were reviewed and formally adopted by the LEA Board and recorded in the minutes of this LEA Board meeting held on _____.

Printed/Typed Name and Title of School Board/Designee, Date:

Printed/Typed Name and Title of Authorized School Administrator/Designee of the School, Date:

Printed/Typed Name and Title of the LEA Superintendent or Designee, Date:
